

UNITED STATES DISTRICT COURT
Southern District Of California
San Diego, California
Phone: (619) 557-6152 Fax: (619) 702-9911
www.casd.uscourts.gov

**LAW CLERK TO DISTRICT JUDGE
HONORABLE MICHAEL M. ANELLO**

Vacancy Announcement #08-22

CLOSING DATE:

Open Until Filled

LOCATION:

San Diego, California

START DATE:

Immediately

To apply for this position, send cover letter,
resume, and writing sample to:

Honorable Michael M. Anello
c/o W. Samuel Hamrick, Jr., Clerk of Court
U.S. District Court
Attn: Human Resources
880 Front Street, Suite 4290
San Diego, CA 92101

Responsibilities and Duties: Provides information, guidance, and advice to U.S. District Judge, in connection with pending civil and criminal litigation, and manages special projects and other administrative duties for the judge as needed. Drafts appropriate recommendations and orders for the Court's signature. Reviews complaints, petitions, motions and pleadings that have been filed to determine issues involved and basis for relief. Performs research as required. Maintains liaison between the Court and litigants; corresponds with other court officials and personnel. Evaluates procedures. Reviews docket of pending litigation to assure proper progress. Keeps Court advised of those cases where action by the Court is appropriate. Compiles statistics and prepares periodic reports, as required. Identifies problem areas, makes recommendations, and offers solutions, as required. Keeps abreast of changes in the law to aid the Court. Advises appropriate personnel on status of particular cases. Performs other duties as assigned.

Qualifications: To qualify for the position of Law Clerk to a U.S. District Judge, an individual must be a law school graduate. Previous legal and/or Federal clerkship experience is preferred.

Promotion Potential Judiciary Salary Plan	(Years) Legal Exp.	Bar Membership Required	Salary Range
Grade JSP 11	0	No	\$58,741- \$76,363
Grade JSP 12	1*	Yes	\$70,405- \$91,531
Grade JSP 13	2*	Yes	\$83,723- \$108,845
Grade JSP 14	3**	Yes	\$98,933- \$128,612

Bar Membership: For Grades 12, 13, and 14 must be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction.

*For attorneys entering the federal court system for the first time, to qualify for grade 12, an individual must have one year of legal work experience *after graduation* from law school. To qualify for grade 13, an individual must have two years of legal work experience *after graduation* from law school.

**To qualify for grade 14, an individual must have three years of legal work experience *after graduation* from law school, two of which are to have been obtained as a federal chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk.

Legal Work Experience: Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received *after graduation* from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

Personal Characteristics: Successful candidate should be mature, responsible, possess excellent organizational, administrative, project management and interpersonal skills, be a self-starter, maintain a professional appearance and demeanor at all times, be able to work harmoniously with others and communicate effectively, both orally and in writing. Computer literacy required. Experience working in a Windows environment a plus.

DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a new position is added or becomes vacant in the same or a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position(s).

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Citizenship, Alien Registration Card; and an authorized photo identification such as a state drivers’ license, school identification card, or U. S. Military identification card.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER